



STATE OF IDAHO

EMERGENCY MEDICAL SERVICES BUREAU

CERTIFICATION STANDARDS MANUAL

Authority:

Idaho Code § 56-1011 and § 56-1017

Rules Governing Emergency Medical Services: IDAPA 16.02.03

Rules for EMS Personnel IDAPA 22.01.03 et seq.

Rules Governing Mandatory Criminal History Checks IDAPA 16.05.06 et seq.

This EMS Certification Standards Manual applies to certification and recertifications issued between September 1, 2006, and August 31, 2008, or upon passage of the Idaho Physician Commission Rules. EMS providers who were certified or recertified before September 1, 2006, can refer to the Certification Standards Manual in effect at the time the certification or recertification was issued, or elect to comply with standards established in this edition.

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I. DEFINITIONS

Ambulance Rating: Proof of successful completion of twenty-five (25) supervised in the field patient contacts at the EMT-Basic level as defined by the Board of Health and Welfare, to be completed prior to application at the Advanced EMT level.

Applicant: An individual who has completed all requirements for certification and has submitted documentation with an application to the EMS Bureau.

Approved Course: An individual course or a course within an approved training program for certification or refresher training that has been authorized by the Idaho EMS Bureau.

Candidate: An individual who is pursuing one or more requirements for certification.

CECBEMS: Continuing Education Coordinating Board for EMS

Certification: A credential issued to an individual by the Idaho EMS Bureau for a specific period of time indicating that minimum standards corresponding to one (1) of several levels of EMS proficiency have been met.

Certification Levels: Idaho EMS recognizes 5 levels of EMS provider; First Responder, EMT-Basic, Advanced EMT-A, EMT-Intermediate and EMT-Paramedic.

Certification Period: The length of time during which a certification is valid.

Certified Personnel: Individuals who have completed training and successfully passed examinations for training and skills proficiency in one (1) or several levels of emergency medical services.

Clinical Evaluation: The evaluation of (a) clinical skill(s) in a setting designated by the medical director or their designee.

Continuing Education: Prepared training sessions related to the objectives of the initial training course or curriculum, or that are a logical progression of those objectives.

Continuous Certification: Maintaining constant Idaho certification without a lapse.

Criminal History Check: A process defined by the Idaho Department of Health and Welfare Criminal History Unit to determine if a candidate for certification has any relevant criminal history that may affect the candidate's eligibility for certification.

DOT-NHTSA: Department of Transportation National Highway Traffic Safety Administration.

Emergency Medical Services (EMS): The services utilized in responding to a perceived individual need for immediate care in order to prevent loss of life or aggravation of physiological or psychological illness or injury.

Evidence of Identification: A current state driver's license, state issued identification card, or identification card issued by the Armed Forces of the United States.

Field Performance Evaluation: The concurrent or retrospective evaluation by the medical director or designee of skills performed in the field setting.

Idaho EMS Provider Form: The standardized form and required documentation submitted by a candidate seeking state certification at one of several levels.

Idaho EMS Provider Reciprocity Form: The standardized form and required documentation submitted by a candidate seeking state certification at one of several levels through the reciprocity process.

Interactive Workshop: A planned educational event under the guidance of the medical director or designee, using a scenario based format in which a skill is demonstrated, performed, evaluated, and remediated as indicated.

Lapsed Certification: A certification with an expiration date that is in the past and is no longer valid.

National Registry Application: An application required by the NREMT to determine the eligibility of a candidate to take the NREMT examination and allowing the results to be processed.

National Registry of Emergency Medical Technicians (NREMT): An independent, nongovernmental, not-for-profit registration organization which prepares validated examinations for the states' use in evaluating candidates for certification.

National Registry of Emergency Medical Technicians registration: Official documentation provided to an individual at one of several levels indicating that the person has successfully completed an NREMT validated examination.

Practical Performance Exam: The evaluation of a skill by the medical director or designee.

Provisional Certification: A credential issued to an individual by the EMS Bureau while awaiting the final results of a component of certification requirements, either the criminal history background check or certification verification of a reciprocity applicant.

Recertification: The process of renewing the certification of an individual at the same level.

Recertification Continuing Education Record: A document used in conjunction with the Idaho EMS Provider Form to record and report completion and compliance with recertification requirements.

Reciprocity: A process by which a person trained in and certified by another State, U.S. Territory, or branch of the U.S. Armed Services may request initial certification in Idaho.

Re-entry: A process by which a candidate whose certification has been expired for more than two (2) years regains certification

Refresher Training: A standardized training program for a First Responder, EMT-Basic or Advanced EMT that is based upon the objectives of the initial training curriculum, which includes a structured evaluation covering those objectives and is approved by the EMS Bureau.

Reinstatement: A process by which a candidate whose certification has expired less than two (2) years regains certification.

Reversion: A process by which a candidate who holds current Idaho certification relinquishes it for certification at a lower level.

Skill Verification: The evaluation of a provider's ability to perform a defined assessment, action or treatment.

State Certification Exam: A test of entry level knowledge corresponding with a level of certification sought which is approved by the State Health Officer and administered by the EMS Bureau or approved designee.

Successful Completion: A favorable (passing) review by the evaluating clinician, primary instructor(s), course coordinator, or the program medical director, verifying that the candidate has met all training requirements and minimum attendance requirements of an EMS training course.

Verification of Affiliation: Proof of affiliation for the EMT-B, Advanced EMT, EMT-I and Paramedic by signature of the agency designee(s) as defined on the most recent agency license renewal application or subsequent written notification.

II. WHO MUST BE CERTIFIED

- A. In order to practice or represent him/herself as a First Responder, EMT-Basic, Advanced EMT, EMT-Intermediate or EMT-Paramedic, an individual must maintain current certification issued by the Idaho EMS Bureau.
- B. Certification permits an individual to provide emergency medical services within the scope of practice of the corresponding certification level, clinical designation of the licensed EMS agency and parameters defined by the agency medical director.
- C. Individuals possessing only other state EMS certification will apply for reciprocity and achieve Idaho certification before providing EMS services in Idaho.
- D. Individuals possessing only registration with the National Registry of Emergency Medical Technicians shall apply for initial certification and achieve Idaho certification before providing EMS services in Idaho.
- E. All forms required for Idaho EMS certification are available at www.idahoems.org or the EMS Bureau Regional offices.

III. CERTIFICATION EXAMINATION

- A. The examination for providers seeking Idaho EMS certification for First Responder, EMT-Basic, Advanced EMT, and EMT-Paramedic is the National Registry of Emergency Medical Technicians (NREMT) written examination with a practical component that meets the standards adopted by the State of Idaho. The examination for EMT-Intermediate is an Idaho specific EMT-I state test and its practical component.
- B. An individual who has successfully completed an EMS training program approved by another state, U.S. Territory, or branch of the U.S. Armed Services may apply for EMS certification after successful completion of an Idaho approved certification exam.
- C. The minimum passing score for all written examinations is 70%.
- D. There is no age minimum requirement for National Registry examination entry and Idaho EMS certification at the First Responder level.
- E. The minimum age for National Registry examination entry and therefore Idaho EMS certification for the EMT-B, Advanced EMT, EMT-Intermediate and Paramedic is 18 years.
- F. Candidates shall successfully complete a certification examination within twenty-four (24) months of course completion.
- G. Failure to pass the certification examination within twenty-four (24) months of course completion requires the candidate to repeat the initial training course to be eligible for the certification examination.

IV. LENGTH OF CERTIFICATION

A. Initial First Responder and EMT-Basic certification is issued for three (3) years or up to a maximum of forty-two (42) months from the date of the successful certification examination.

B. Initial Advanced EMT, EMT-Intermediate and EMT-Paramedic certification is issued for two (2) years or up to a maximum of thirty (30) months from the date of the successful certification examination.

C. The effective date of certification term is the date the complete application components are verified and approved by the EMS designated staff.

D. The initial certification expiration date is determined from the month of successful completion of the required examination.

E. The certification expiration dates will be either March 31 or September 30.

F. Table A: Reflects First Responder and EMT-Basic certification expiration dates correlated with pass date of certification exam.

Table A

TEST PASS DATE	EXPIRATION DATE
7/ 04 – 9/04	9/30/2007
10/04-3/05	3/31/2008
4/05-9/05	9/30/2008
10/05-3/06	3/31/2009
4/06-9/06	9/30/2009
10/06-3/07	3/31/2010
4/07-9/07	9/30/2010
10/07-3/08	3/31/2011
4/08-9/08	9/30/2011

G. Table B: Reflects Advanced EMT, EMT-Intermediate and EMT-Paramedic certification expiration dates correlated with pass date of certification exam.

Table B

TEST PASS DATE	EXPIRATION DATE
4/04-9/04	9/30/2006
10/04-3/05	3/31/2007
4/05-9/05	9/30/2007
10/05-3/06	3/31/2008
4/06-9/06	9/30/2008
10/06-3/07	3/31/2009
4/07-9/07	9/30/2009
10/07-3/08	3/31/2010
4/08-9/08	9/30/2010

V. INITIAL CERTIFICATION

A. Incomplete application materials are not accepted.

B. Candidates will submit to the EMS Bureau Regional Office:

1. A valid photo ID: state drivers license or Idaho issued ID card or ID card issued by the Armed Forces of the United States
2. Clearance authorization from the Idaho Department of Health and Welfare Criminal History Unit or approval for provisional certification.
3. A completed "Idaho EMS Provider Form"
4. Proof of affiliation for the EMT-B, Advanced EMT, EMT-I and Paramedic by signature of the agency designee(s) as defined on the most recent agency license renewal application or subsequent written notification
5. Applicable fee of thirty-five (\$35) for the Advanced EMT, EMT-I and Paramedic
6. National Registry registration card or proof of passing NR exam

C. Upon verification of compliance of application materials submitted, the Regional Office staff will issue the appropriate certification card to the applicant.

VI. CRIMINAL HISTORY BACKGROUND CHECKS

A. A criminal history background check is required prior to initial certification; begin process at www.chu.dhw.idaho.gov

B. A completed criminal history background check is valid for up to 1 year from the date of completion.

C. A certified EMS provider does not need to complete another Criminal History check if continuous certification is maintained, however the EMS Bureau may require an updated or additional background check at any time, per IDAPA 16.05.06

VII. AMBULANCE RATING

A. The Idaho EMS Bureau will issue an Ambulance Rating to an EMT-Basic upon successful completion of twenty-five (25) supervised infield patient contacts as defined by the Board of Health and Welfare.

B. An Ambulance Rating is required prior to certification as an Idaho Advanced EMT.

C. Ambulance Rating Application Process

1. Submit an "Idaho EMS Provider Form" for Ambulance Rating to the EMS Bureau Regional Office.
2. An authorized official from the agency with which the applicant is affiliated must sign the EMT-Ambulance Rating request form.
3. EMS Regional Office Bureau staff will issue the provider a letter and patch documenting the Ambulance Rating.

VIII. PROVISIONAL CERTIFICATION

A. A provisional certification may be issued by the EMS Bureau when;

1. A reciprocity candidate has pending disciplinary action in the state of certification origin, when further investigation is warranted, as determined by the EMS Credentialing Manager.
2. An initial applicant has been cleared for service pending final investigation by the Criminal History Unit following completion of the self-declaration and fingerprinting portions of the background check.
 - a) Provisional approval may be expedited if only the self-declaration has been completed and printed, with no crimes declared.
 - b) A notarized copy of the completed self-declaration will then be submitted to the EMS Bureau with the provider application.

B. An individual with "Provisional Certification" may function within the allowable scope of practice for the level of certification issued.

C. Provisional certifications are issued for four (4) months.

D. The EMS Credentialing Manager may extend Provisional certifications.

IX. RECERTIFICATION

A. Each individual is responsible for meeting recertification requirements and submitting their own appropriately completed Recertification Education Record and "Idaho EMS Provider Form" to the EMS Bureau Regional Office **before** the expiration date of their current certification.

B. Recertification documents may be submitted:

1. By mail, postmarked on or before the expiration date of the current certification or
2. In person, or

3. By fax.

C. Recertification documents may be submitted up to six (6) months prior to the certification expiration date.

D. When the expiration date for recertification falls on a weekend or holiday, the EMS Bureau will accept documents until the close of the next regular business day.

E. The EMS Bureau Regional Office will review the application and Recertification Education Record for compliance with recertification requirements.

F. Upon approval, Regional Office staff will issue the appropriate certification card to the applicant in the region where the provider is affiliated.

X. RECERTIFICATION REQUIREMENTS

A. The applicant shall complete all continuing education and skill proficiency requirements between the effective date and the expiration date of the current level and term of certification.

B. All documentation will be submitted on forms provided by the EMS Bureau Regional Office. Forms may also be obtained online at www.idahoems.org

C. All continuing education shall be consistent with an applicant's level of certification and functional job analysis.

D. The Idaho EMS Bureau may audit continuing education records to verify documentation of continuing education and skill proficiency.

E. To be eligible for recertification applicants will meet the requirements listed in the corresponding section by certification level.

1. First Responder:

- a) Successfully complete a First Responder Refresher Course approved by the Idaho EMS Bureau and an additional six (6) hours of continuing education **or**
- b) Successfully complete the traditional 24-hour EMT-Basic Refresher class approved by the Idaho EMS Bureau **or**
- c) After December 31, 2006, successfully pass the National Registry of EMT's First Responder computer adaptive test at a Pearson Vue approved testing center and complete an additional six (6) hours of continuing education.

2. EMT-Basic:

- a) Successfully complete an EMT-Basic Refresher Program (Appendix B) approved by the Idaho EMS Bureau and
- b) Complete an additional twenty-four (24) hours of continuing education and
- c) The agency medical director or designee must sign the recertification guide verifying proficiency in the following skills:
 - (1) Trauma and Medical Patient Assessment and Management
 - (2) Cardiac Arrest Management including CPR/AED Skills
 - (3) Ventilatory Management and Oxygen Administration to include upper airway adjuncts, suction, and bag-valve-mask
 - (4) Hemorrhage Control/Shock Management
 - (5) Splinting Procedures to include traction splinting
 - (6) Assisted Medication Administration
 - (7) Childbirth Skills to include care of the newborn
 - (8) Spinal Immobilization both seated and supine including application of the cervical collar
- d) The agency of affiliation is responsible for maintaining documentation of all skill verifications.
- e) Skills documentation shall include:
 - (1) Date of verification
 - (2) Name of the person being evaluated
 - (3) Individual performing the evaluation
 - (4) Skill(s) being verified
 - (5) Method of verification
 - (a) Field performance
 - (b) Practical exam

(c) Clinical evaluation

(d) Interactive workshop

f) Provide proof of affiliation with an Idaho EMS Bureau licensed agency that functions at or above the Basic Life Support level by signature of the agency designee(s) as defined on the most recent agency license renewal application or subsequent written notification

3. Advanced EMT:

a) Successfully complete an EMT-Basic Refresher Program (Appendix B) approved by the Idaho EMS Bureau and

b) Successfully complete an Advanced EMT Refresher Course approved by the Idaho EMS Bureau and

c) Complete an additional twenty-four (24) hours of continuing education and

d) The agency medical director must sign the recertification guide documenting proficiency in the following skills:

(1) Trauma and Medical Patient Assessment and Management

(2) Cardiac Arrest Management and CPR/AED Skills

(3) Basic Ventilatory Management and Oxygen Administration to include upper airway adjuncts, suction, and Bag-Valve-Mask

(4) Advanced Airway Management

(5) Intravenous Therapy

(6) Hemorrhage Control/Shock Management

(7) Splinting Procedures to include traction splinting

(8) Assisted Medication Administration

(9) Childbirth Skills to include care of the newborn

(10) Spinal Immobilization both seated and supine including application of cervical collar

e) The agency of affiliation is responsible for maintaining documentation of all skill verifications.

f) Skill Documentation shall include

- (1) Date of verification
- (2) Name of the person being evaluated
- (3) Individual performing the evaluation
- (4) Skill(s) being verified
- (5) Method of verification
 - (a) Field performance
 - (b) Practical exam
 - (c) Clinical evaluation
 - (d) Interactive workshop

g) Provide proof of affiliation with an Idaho EMS Bureau licensed agency that functions at or above the Intermediate Life Support level by signature of the agency designee(s) as defined on the most recent agency license renewal application or subsequent written notification

h) Pay the recertification fee of twenty-five dollars (\$25) to the Idaho EMS Bureau.

4. EMT-Intermediate:

a) Successfully complete sixty (60) hours of continuing education through the following categories and venues.

b) Categories of continuing education:

- (1) Assessment Based Management
- (2) Airway Management and Ventilation
- (3) Emergency Pharmacology
- (4) Trauma Assessment and Management
- (5) Medical Assessment and Management including cardiac arrest management

(6) Pediatrics Assessment and Management including infant and newborn resuscitation

(7) Special Considerations, e.g. geriatric patients, special need children, etcetera

(8) EMS Systems General Topics, e.g., Emergency Vehicle Operations Course, medical legal, etc.

c) There shall be at least four (4) hours of participation in each continuing education category.

d) Venues of continuing education:

(1) Structured Classroom Sessions

(2) Refresher Programs that revisit the original curriculum and have an evaluation component

(3) Nationally Recognized Courses, e.g., ACLS, PALS, BTLs

(4) Regional and National conferences

(5) Teaching Topical Material

(6) Agency Medical Director approved Self-Study or Directed Study including the use of video, CD-ROM, and distance learning

(7) Case Reviews and Grand Rounds

(8) Formal Distance Learning

(9) Journal Article Review with an evaluation instrument

e) Continuing education shall include at least six (6) of the nine (9) venues.

f) The agency medical director shall sign the recertification guide documenting proficiency in the following skills:

(1) History Taking

(2) Medical Assessment and Management

(3) Trauma Assessment and Management

(4) Advanced Cardiac Arrest Management

- (5) Pediatric and Infant Resuscitation to include airway obstruction
- (6) Basic Airway Management to include bag-valve-mask and bag-valve-tube ventilation
- (7) Advanced Airway Management to include endotracheal intubation
- (8) Cardiac Rhythm Interpretation including the ability to correctly interpret oscilloscopic and hard copy electrocardiograms
- (9) Spinal Immobilization both seated and supine including application of the cervical collar
- (10) Fracture Immobilization including traction splinting
- (11) EMS Medical Communications involving voice and ECG telemetry communications procedures including actions during communications failures
- (12) Intravenous Therapy
- (13) Parenteral Drug Administration
- (14) CPR proficiency/AED Awareness
- (15) Obstetrics Delivery Procedures to include care of the newborn

g) The agency of affiliation is responsible for maintaining documentation of all skill verifications.

h) Skills documentation shall include

- (1) Date of verification
- (2) Name of the person being evaluated
- (3) Individual performing the evaluation
- (4) Skill(s) being verified

i) Method of verification

- (1) Field performance
- (2) Practical exam
- (3) Clinical evaluation

(4) Interactive workshop

j) Provide proof of affiliation with an Idaho EMS Bureau licensed agency that functions at or above the Intermediate Life Support level by signature of the agency designee(s) as defined on the most recent agency license renewal application or subsequent written notification

k) Pay the recertification fee of twenty-five dollars (\$25) to the Idaho EMS Bureau.

5. EMT-Paramedic:

a) Successfully complete seventy-two (72) hours of continuing education through the following categories and venues.

b) Categories of continuing education:

- (1) Assessment Based Management
- (2) Airway Management and Ventilation
- (3) Emergency Pharmacology
- (4) Trauma Assessment and Management
- (5) Medical Assessment and Management including cardiac arrest management
- (6) Pediatrics Assessment and Management including infant and newborn resuscitation
- (7) Special Considerations, e.g. geriatric patients, special need children, etc.
- (8) EMS Systems General Topics, e.g., Emergency Vehicle Operations Course, medical legal, etc.

c) There shall be at least four (4) hours of participation in each category of continuing education.

d) Venues of continuing education:

- (1) Structured Classroom Sessions
- (2) Refresher Programs that revisit the original curriculum and have an evaluation component
- (3) Nationally Recognized Courses, e.g., ACLS, PALS, BTLs

- (4) Regional and National conferences
- (5) Teaching Topical Material
- (6) Agency Medical Director approved Self-Study or Directed Study including the use of video, CD-ROM, and distance learning
- (7) Case Reviews and Grand Rounds
- (8) Formal Distance Learning
- (9) Journal Article Review with an evaluation instrument

e) Continuing education shall include at least six (6) of the nine (9) venues.

f) The agency medical director shall sign the recertification guide documenting proficiency in the following skills:

- (1) History Taking
- (2) Medical Assessment and Management
- (3) Trauma Assessment and Management
- (4) Advanced Cardiac Arrest Management
- (5) Pediatric and Infant Resuscitation to include airway obstruction
- (6) Basic Airway Management to include bag valve mask and bag valve tube ventilation
- (7) Advanced Airway Management to include endotracheal intubation
- (8) Cardiac Rhythm Interpretation including the ability to correctly interpret oscilloscopic and hard copy electrocardiograms
- (9) Spinal Immobilization both seated and supine including application of the cervical collar
- (10) Fracture Immobilization including traction splinting
- (11) EMS Medical Communications involving voice and ECG telemetry communications procedures including actions during communications failures
- (12) Intravenous Therapy

(13) Parenteral Drug Administration

(14) CPR proficiency/AED Awareness

(15) Obstetrics Delivery Procedures to include care of the newborn

g) The agency of affiliation is responsible for maintaining documentation of all skill verifications.

h) Skills documentation shall include

(1) Date of verification

(2) Name of the person being evaluated

(3) Individual performing the evaluation

(4) Skill(s) being verified

i) Method of verification

(5) Field performance

(6) Practical exam

(7) Clinical evaluation

(8) Interactive workshop

j) Provide proof of affiliation with an Idaho EMS Bureau licensed agency that functions at or above the Advanced Life Support level by signature of the agency designee(s) as defined on the most recent agency license renewal application or subsequent written notification

k) Pay the recertification fee of twenty-five dollars (\$25) to the Idaho EMS Bureau.

XI. CONTINUING EDUCATION METHODS

A. All continuing education shall be consistent with the objectives of the initial training course or curriculum, or that are a logical progression of those objectives.

B. Certified personnel will meet continuing education requirements through the following methods:

1. Structured classroom sessions on EMS specific topics.

2. Attendance at EMS conferences, seminars, nationally recognized courses;

3. Continuing Education Coordinating Board for EMS (CECBEMS) approved education, distributive learning by internet, video teleconference or electronic media, or other structured training which meets the definition of continuing education.
4. Training and practical skill practice based upon consideration of local or jurisdictional needs.
5. Participation in a self-study topic review prospectively approved by the agency Medical Director or Training Officer.
6. Structured case review and grand rounds.
7. Teaching topical material credited on an hour for hour basis for continuing education credit.
8. An Idaho approved instructor functioning as the primary instructor for a traditional refresher course at the First Responder, EMT-B or Advanced EMT level of certification to satisfy their own refresher course requirements.
9. An Idaho approved instructor functioning as the primary instructor for an initial certification course at the First Responder, EMT-B or Advanced EMT level of certification may use that course to fulfill their own refresher requirement.

XII. RECIPROCITY

- A. Reciprocity candidates must satisfy the criteria for initial certification for the level applied for as listed in this standards manual.
- B. Reciprocity candidates must possess either a current NREMT registration or state EMS certification at or above the level of certification being sought.
- C. Applicants possessing other state issued EMS certification must complete page one (1) of the “Idaho Certification Verification Request” (Appendix C) for each state they are certified in, authorizing certification information to be released to the Idaho EMS Bureau.
 1. The current form is available from the Regional EMS Bureau office or can be found on the Idaho EMS Bureau web site at www.idahoems.org
 2. The EMS Bureau will submit the completed form(s) to the state(s) of certification origin EMS credentialing authority.
 3. The “Idaho Certification Verification Request” form must be returned stating the applicant holds valid EMS certification prior to issuance of an Idaho EMS certification card.

4. Discovery of pending disciplinary action in the state of certification origin may result in a delay of issuance, denial of certification or a provisional certification with conditions pending notification of final outcome.

D. Applicants possessing only state issued certification must take a National Registry examination as prescribed by the EMS Bureau.

1. Prior to December 31, 2006, applicants may elect to take either the National Registry Controlled Assessment Exam or the full written and practical evaluation, if eligible.

2. After December 31, 2006, the applicant will take the National Registry computer adaptive exam at an approved Pearson Vue test center.

3. Expiration date for the reciprocity candidate qualifying with a valid state certification card will be same as the state card, but may not exceed 42 months for the First Responder and EMT-Basic or 30 months for the Advanced, Intermediate and Paramedic.

E. Applicants with only National Registry registration cards must meet all additional initial certification requirements.

1. Expiration date for the reciprocity candidate qualifying for certification with a valid National Registry card will be the same as the expiration date on that card.

XIII. CHANGE OF STATUS

A. Providers will submit an “Idaho EMS Provider” form to report a change for any of the following information:

1. Name
2. Mailing address
3. Telephone Number
4. Affiliation Status

B. The provider will submit the completed form to the Regional EMS Bureau Office within thirty (30) days of the change in status.

XIV. DUPLICATE CARDS

A certified provider may request a duplicate EMS certification card by contacting the EMS Bureau Regional Office.

XV. REALIGNMENT OF CERTIFICATION EXPIRATION DATE

A. Certified Advanced, Intermediate and Paramedics may choose to shorten their certification period one time in order to align with the March 31 National Registry of EMT's expiration date.

1. First Responder and EMT-Basics may also participate, but the Idaho 3-year certification cycles at these levels will prevent them from aligning their annual cycles with National Registry's 2-year cycle.

B. The "Consent to Shorten Certification Cycle Time Acknowledgement Form" - EMS Provider Request (Appendix E) must be filled out and submitted to the EMS Bureau Regional Office.

C. An EMS agency administrator can request to realign personnel certification expiration dates in writing, provided that the affected personnel agree to the realignment, and a "Consent to Shorten Certification Cycle Time Acknowledgement Form - Agency Request" (Appendix E) is submitted for each applicant.

XVI. DUAL OR MULTIPLE CERTIFICATION

A. The current certification status of an Idaho First Responder, EMT-Basic, Advanced EMT or Intermediate EMT successfully completing a higher level of EMS certification will be the higher level of clinical scope of practice.

1. The EMS provider may retain the certification card at the lower level until the normal expiration of that certification.
2. The EMS provider may only recertify at one level.
3. An individual who chooses to recertify at the lower level of certification will be considered a reversion candidate and must follow the reversion policy in section XVIII.

C. The scope of practice for any subordinate level of EMS certification is recognized and included within each higher certification level.

XVII. LAPSED CERTIFICATION

A. A provider who does not submit a recertification application prior to their certification expiration date has lapsed and their certification is no longer valid.

B. When certification has lapsed, the scope of practice may not be performed by that provider.

C. Grace Periods/ Exemptions

1. No grace periods or extensions will be granted to civilian EMS providers.
2. Members of an active or reserve component of the U.S. Military who are deployed during their EMS certification period may submit their completed recertification application materials immediately upon their return to Idaho, or have up to six (6) months after their return to Idaho to complete all regular recertification requirements and submit recertification documents.
 - a) Include deployment orders (must indicate the deployment period) with recertification documents.
 - b) Effective date will be the date completed application materials are received by the EMS Bureau Regional Office.
 - c) Expiration date will be determined by using the initial Length of Certification table in Section IV.

E. Reinstatement of Lapsed Certification:

1. A provider may apply for reinstatement of a certification within twenty-four (24) months from the date the certification expired.
2. The duration of reinstated certification will be calculated from the pass date of the re-entry certification exam.
3. The individual must reinstate their certification at the same level.

G. Reinstatement Requirements:

1. Submit a completed "Idaho EMS Provider Form" for initial certification to the EMS Bureau Regional Office.
2. Submit a recertification guide appropriate to the level of certification being reinstated that documents completion of all recertification requirements for the lapsed certification period.
3. Provide documentation of additional continuing education hours, in addition to the recertification requirements, proportionate to the amount of time since the expiration date of the lapsed certification.

a) First Responder	1 hour per six (6) months
b) EMT-Basic	1 hour per month
c) Advanced EMT	1 hour per month

d) EMT-Intermediate 3 hours per month

e) EMT-Paramedic 6 hours per month

4. Complete a criminal history check through the Department of Health & Welfare, in accordance with Rules Governing Mandatory Criminal History Checks, IDAPA 16.05.06.

5. Applicants for reinstatement will be required to take and pass an examination approved by the EMS Bureau.

a) Prior to December 31, 2006, applicants may elect to take either the National Registry Controlled Assessment Exam or the full written and practical evaluation, if eligible.

b) After December 31, 2006, the applicant will take the National Registry computer adaptive exam at an approved Pearson Vue test center.

6. EMT-Basic, Advanced EMT, EMT-Intermediate and EMT-Paramedic candidates must provide proof of affiliation with an Idaho EMS Bureau licensed agency that functions at or above the level being applied for with signature of the agency designee(s) as defined on the most recent agency license renewal application or subsequent written notification

7. Advanced EMT-A, EMT-Intermediate, and EMT-Paramedic candidates will pay the thirty-five (\$35) initial certification fee.

XVIII. REVERSION OF CERTIFICATION:

A. An individual who possesses current Idaho certification may relinquish it and receive certification at a lower level with the same expiration date as the expiration date on the current certification card.

B. The relinquished card must be returned to the EMS Bureau.

C. The individual must meet all recertification requirements of the new level prior to the expiration date.

D. Reversion of certification will not prevent investigative or disciplinary action, which may take place thereafter.

XIX. SURRENDER OF CERTIFICATION

A. An individual who possesses current Idaho certification may surrender that certification at any time.

- B. The individual will submit a written notice of surrender to the EMS Bureau Regional Office.
- C. The surrendered certification card must be returned to the EMS Bureau.
- D. Surrender of certification will not prevent investigative or disciplinary action, which may take place thereafter.

XX. CERTIFIED OUT-OF-STATE EMS PROVIDERS

A. Out-of-state EMS personnel may come into Idaho and work on a short term basis for the provision of EMS, interfacility transfers, wildland fire or other types of major incidents under the following conditions;

1. As EMS providers certified in a state that has in place an Interstate Compact Agreement for the provision of EMS or
2. Under the jurisdiction of a Medical Unit Leader using the “Limited Request for Recognition” form and “NWCG/Idaho EMS Standards Policy”. (See Appendix D)
 - a) Following receipt of the “Limited Request for Recognition” form, Idaho EMS Bureau staff will verify credentials, sign and return a copy of the form.
 - b) A current and valid state issued EMT card is required, a National Registry card is not recognized as certification or licensure.
 - c) In the event an EMS provider is not found to be licensed or certified in good standing in the state of origin, recognition to provide EMS patient care in Idaho will be denied.